



University
of Windsor

DEPOSIT

To: **ACCOUNTS RECEIVABLE DEPARTMENT**

From:

Name: _____

Department: _____

Extension: _____

Date: _____

> Type of Currency: **USD** **CAD**

> Type of Deposit: **Cheques** **Cash**

> Number of Cheques: _____

TOTAL AMOUNT FOR DEPOSIT: \$ _____

IMPORTANT: If a single receipt has a value of \$ 000

E-MAIL and/or Telephone # are required. If a Contact is not identified then Accounts Payable will be selected by default.

BUSINESS NAME/CONTACT NAME: _____

MAILING ADDRESS:

STREET: _____

SUITE/ P.O. BOX: _____

CITY: _____ **POSTAL CODE/ STATE:** _____ **COUNTRY:** _____

CONTACT PHONE : (____) _____

E-MAIL ADDRESS: _____

CUSTOMER CLASS: _____

> Please deposit the following amounts as specified below (Note: if more than one account number, please indicate the distribution of funds. If there is no value for one of the segments, please leave blank):

> If more than one account number please indicate the distribution of funds.

> The description can be maximum of 256 characters and will be what appears in Finance.

Account Information & Description

Description #	Fund	Dept.	Program	Project	Natural Account	Class.	Amount
1							
2							
3							
4							
5							

Total

Description (maximum of 256 Characters):

1. _____
2. _____
3. _____
4. _____
5. _____

Cash and Coin Inventory

PLEASE PROCEED TO SUBMIT THE FORM IF YOU HAVE SELECTED 'CHEQUE' IN THE 'TYPE OF DEPOSIT' OPTIONS.

_____ X \$ 100 = _____

_____ X \$ 50 = _____

_____ X \$ 20 = _____

_____ X \$ 10 = _____

_____ X \$ 5 = _____

_____ X \$ 1 = _____

Total Bills: _____

_____ Toons (Rolled) _____

_____ Toons (Loose) _____

_____ Loons (Rolled) _____

_____ Loons (Loose) _____

_____ Quarters (Rolled) _____

_____ Quarters (Loose) _____

_____ Dimes (Rolled) _____

_____ Dimes (Loose) _____

_____ Nickels (Rolled) _____

_____ Nickels (Loose) _____

Total Coins: _____

TOTAL AMOUNT FOR DEPOSIT: _____

Please print this form and submit with your deposit to: Accounts Receivable Department. Room 420, CHT. Remember cash should never be sent via interoffice mail.

ACCOUNTS RECEIVABLE DEPARTMENT USE ONLY

Approved by: _____

Date: _____

Comments: _____